



USAID | SENEGAL

FROM THE AMERICAN PEOPLE

USAID/SENEGAL Young African Leadership Initiative (YALI) Program Manager Local Hire US Personal Service Contractor (GS-13)

1. **Solicitation Number:** **Sol-685-16-000019**
2. **Issuance Date:** **March 07, 2016**
3. **Closing Date/Time:** **March 28, 2016 at 17:00 p.m. (Senegal Time)**
4. **Position Title:** Young African Leadership Initiative (YALI)
Program Manager
5. **Market Value:** GS-13 (\$73,846 – \$96,004 per annum). *The final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience and educational background. Salaries over and above the top of the pay range will not be entertained or negotiated.)*
6. **Organization Location of Position:** Dakar, Senegal
7. **Direct Supervisor:** General Development Office (GDO) Director
8. **Supervisory Control:** N/A
9. **Period of Performance:** Immediate upon receipt of security/medical Clearances. *(One -year from date of appointment and with an option to extend for up to five years upon satisfactory performance and availability of funds)*
10. **Place of Performance:** Dakar, Senegal
11. **Security Access:** Facilities access
12. **Area of Consideration:** U.S. CITIZENS LOCAL HIRED

I. BACKGROUND

The U.S. Agency for International Development (USAID) in Senegal is seeking a Young African Leadership Initiative (YALI) Program Manager to support USAID in implementing President Obama's initiative to develop the next generation of young leaders in Africa. YALI is a long-term effort that is investing in entrepreneurship and leadership development, and strengthening partnerships between the United States and Africa. YALI supports a prestigious network of leaders across critical sectors, cements stronger ties to the United States, and offers follow-on leadership opportunities in Africa, with the goal of strengthening democratic institutions and spurring economic growth.

YALI responds to the expressed needs and requests of young African leaders for practical leadership training and skill-building. The U.S. will identify and invest in young African leaders to provide them with training and experience in three dedicated tracks that are critical for continuing the development of Africa and to increasing their businesses' and institutions' competitiveness in this global economy. These three dedicated tracks are:

- (1) Public Management;
- (2) Business and entrepreneurship; and
- (3) Social entrepreneurship and civic engagement.

As part of this effort, USAID is supporting the creation of several Regional Leadership Centers (RLC) in key locations across the African continent, including in Dakar, Senegal. These Centers will provide leadership training programs and professional development opportunities for thousands of young African leaders in the three tracks of the Initiative. Each RLC will be run as a public-private partnership, capitalizing on the energy and dynamism of the private sector, the knowledge of African and American institutions, and the programmatic and educational resources of the U.S. Government. The Centers will focus on engaging young leaders from a wide range of organizations and backgrounds and with a diversity of experiences. Specifically, the Dakar RLC will:

- **Provide Quality Leadership Training:** The RLC will provide courses on leadership and issues across the three tracks that will be applicable to all sectors.
- **Support Entrepreneurship:** The RLC may provide entrepreneurship support services, including mentoring, technology, and access to incubation centers.
- **Enhance Professional Networking:** Centers will offer young leaders the opportunity to connect with each other, American professionals, and experts from across the region.

The RLC in Senegal will serve as a leadership training and networking hub for mainly Francophone clientele in West Africa. It will gradually expand and offer similar opportunities to up to 15 other West African countries through the opening of subsidiary RLC offices in capitals in participating countries.

BASIC FUNCTION OF POSITION

The USAID YALI/RLC Program Manager is a member of USAID/Senegal's General Development Office (GDO), and works in close coordination with the YALI Senior Regional Coordinator based in Accra, Ghana. Responsibilities involve overseeing and managing the implementation of the Cooperative Agreement between USAID and the prime implementing partner, a local management institute. As a first-time USAID grantee, substantial support and guidance will need to be provided to the implementing partner to ensure successful implementation and achievement of the vision and expected results. This will include facilitating partnership building with the implementing partner and private sector, U.S. universities, and other local and international organizations that have or want to participate in the achievement of the President's vision. A primary responsibility of the YALI/RLC Program Manager is the management (Activity Manager or Agreement Officer's Representative [AOR]) of this award with a total estimated value of \$22 million, depending upon the availability of funds. S/he will play a key role in providing regular guidance and oversight, facilitating the partnership with the prime and sub-grantees, engaging the private sector, conducting outreach, monitoring on-going activities, and ensuring program quality standards and coherence across the West African countries managed by the RLC.

MAJOR DUTIES AND RESPONSIBILITIES

The YALI/RLC Program Manager contributes to the management of the Dakar RLC as well as to advancing greater YALI objectives. S/he will work in a collegial manner with colleagues from support offices to ensure proper award management, while also engaging technical teams to develop opportunities to integrate YALI/RLC Fellows into existing USAID activities and programs. S/he will be responsible for closely coordinating with the U.S. Embassy counterparts, and for reporting and responding to queries on the RLC from Washington counterparts.

As the program is meant to develop robust partnerships with the private sector, universities, and other interested organizations, the YALI/RLC Program Manager will invest significant effort in assisting the RLC management team to develop these partnerships to increase prospects for sustainability. The YALI/RLC Program Manager will also be responsible for ensuring that the President's vision for the RLC is carried out in line with USAID regulations and requirements. This includes assessing the needs for capacity building and ensuring and overseeing any technical assistance provided to address these needs.

It is envisioned that the YALI/RLC Program Manager will manage the following responsibilities:

A. Project Management (50%)

- Facilitate the partnership between all stakeholders, including the implementing partner and sub-grantees, USAID/Washington, USAID/Senegal, U.S. universities, private sector organizations, YALI Fellows, participants, and alumni, and others as appropriate;
- Review implementation plans, annual work plans, and monitoring and evaluation plans;
- Conduct regular field visits and document in writing progress and challenges observed;
- Oversee technical assistance/capacity development progress and identify remaining areas for improvement and arrange follow-on assistance as needed;

- Participate in regular monitoring meetings with implementing partners and other stakeholders to evaluate performance and provide timely technical direction;
- Ensure that program reports/deliverables are received in a timely manner and monitor them for accuracy and completeness;
- Conduct analysis of reports/deliverables and identify program, implementation, partnership, or other implications for consideration by USAID;
- Identify program success stories and other means of outreach to U.S. and Senegalese audiences;
- Monitor implementing partners' spending through their budgets, their vouchers and invoices, and progress against their annual work plans;
- Ensure that all incremental funding actions comply with USAID's forward- funding guidelines.

B. Monitoring and Evaluation (M&E)

(30%)

- Contribute to the development and maintenance of a monitoring, evaluation and performance reporting plan;
- Organize and maintain complete electronic and hard copy files to support the Team's monitoring and evaluation activities, in close coordination with the USAID/Senegal M&E Specialist;
- Support the tracking of progress against relevant Agency and project-level indicators at the input, output, and impact levels;
- Work with the Mission's M&E specialist and implementing partners to set and regularly update targets;
- Develop and ensure the implementation of a monitoring and evaluation plan, including quarterly site visits to monitor activities in Senegal as well as in other countries under the Dakar RLC;
- Collect performance data from partners and regularly update the monitoring and evaluation plan;
- Identify indicators that are not performing as expected and work with implementing partners to take corrective action;
- Prepare and present data at periodic Steering Committee meetings and Program Implementation Reviews; and
- Prepare and report performance data on a regular basis for YALI.

C. Representation to and coordination with other USAID/USG offices and external partners

(20%)

- Serve as the focal point for YALI with other USAID offices, including Ghana and Washington;
- Coordinate with USAID and/or U.S. Embassy colleagues in other West African countries falling under the Dakar RLC to ensure active collaboration on the development of RLC activities in their respective countries;
- Coordinate closely with Embassy Public Affairs Office on YALI activities;
- Represent USAID at YALI-related events in the region;
- Actively promote the RLC in Senegal and the region to attract qualified candidates and raise interest generally;

- In close collaboration with USAID/Senegal's public-private partnership specialist, reach out to private sector in the region to encourage engagement in the RLC;
- Draft written communications and speeches for USAID and/or other USG representatives for YALI events in French and English.

DESIRED QUALIFICATIONS

Education: A minimum of a Bachelor's degree is required, preferably in international relations, project management, or participant training.

Prior Work Experience: At least 10 years' experience working in project management or participant training, preferably in an international setting, in positions of progressive responsibility. Relevant experience includes working with an international organization, a university or training institute, a participant training program, a private sector organization doing workforce development, USAID or another donor organization, etc.

Language Proficiency: Overall level IV (fluent) English proficiency is required. Level IV French is required. Proficiency in Portuguese is also highly desirable. Demonstrated ability to write technical, conceptual, logically structured, complex documents, reports, presentations and other communications is a necessity. *Note: Shortlisted candidates' oral English and French skills will be evaluated during the interview, and English writing skills will be evaluated using a written exercise.*

Knowledge:

- Good knowledge of youth development, with a focus on youth engagement, training, and workforce development, including innovations and strategy;
- Knowledge of theories, concepts, principles, practice and current research in the development, implementation and management of youth engagement and workforce development in development activities and programs world-wide;
- Deep understanding of positive youth development principles and practices, especially in international contexts, including in promoting gender equality and inclusion for disadvantaged groups;
- Knowledge of participant training best practices;
- Understanding of practices in building alliances with a diverse pool of partners;
- Knowledge of organizational capacity development;
- Knowledge of program management;
- Knowledge of U.S. Government, and preferably USAID development policies, priorities, strategic planning, project planning, budgeting and implementation procedures;
- Familiarity with financial management, USAID procurement regulations and proven ability to manage nationally awarded peer-reviewed grants, contracts and awards, including technical, budgetary and human resource management components;
- Knowledge of program monitoring and evaluation; and
- Knowledge of local capacity development, including needs assessment, monitoring, and provision.

Skills and Abilities:

- Skills sufficient to consult with and lead, orally and in written form, a wide variety of leaders in the academic, public and private sectors, and governments both in the United States and in Africa on initiatives that can effectively impact youth engagement and workforce development;
- High level of proficiency in verbal communication and ability to serve as leader, facilitator and mobilizer. Proven ability to work independently in a cross-cultural environment under varied working conditions, (e.g., tight time frames and schedule of events, diverse interest groups, stressful conditions, etc.) to manage program activities;
- Demonstrated experience in developing, strengthening and maintaining cross-country networks. This includes a deep understanding of how networks work and function, strong facilitation skills, as well as experience with new media and ICT;
- Proven ability to facilitate and lead partnerships among a diverse pool of partners;
- Skills sufficient to interact productively with individuals of diverse cultural, socio-economic and educational backgrounds;
- Ability to conduct administrative, technical, and financial management of large-scale technical programs;
- Ability to provide technical guidance and management oversight to implementing partners in a constructive, team-oriented manner;
- Ability to effectively and diplomatically deal with various program management and implementation issues;
- Ability to take initiative and manage time effectively to achieve results while working in a team context;
- Ability to represent USAID in discussion and policy dialogue with government, donor and other education sector stakeholders; and
- Ability to prepare documents, budgets, and reports using MS Office software (Word, Excel, PowerPoint).

POSITION ELEMENTS

Physical Condition: USAID prohibits discrimination in hiring and employment on the basis of physical or mental impairment. USAID promotes, with reasonable accommodation, the full realization of equal employment opportunities for the disabled in recruitment, promotion, assignment, and training.

Supervision Received: The incumbent works under the supervision of the General Development Office Director; however, will also take guidance and direction from the YALI Senior Regional Coordinator based in Accra, Ghana and the current AOR, who also serves as the Mission's Public-Private Partnership Specialist. The incumbent is also expected to take initiative, prioritize and perform duties with a minimum of daily supervision and high degree of independence in order to meet team deadlines and objectives. The GDO Director will assist the YALI/RLC Program Manager to 1) establish a 12-month work plan with appropriate objectives and performance measures; 2) review outputs and deliverables to ensure timeliness, accuracy, implementation of best practices and compliance with Agency policies; and 3) assess the incumbent's performance, seeking input from extended team members and external stakeholders, as appropriate. The incumbent is expected to appropriately prioritize all work, setting and meeting deadlines.

Available Guidelines: The incumbent implements activities in accordance with USAID Mission Orders, Mission Strategy, and other relevant reports; the Automated Data System (ADS); and USAID Mandatory and Standard Provisions, the FAR and AIDAR, and other published and unpublished guidelines. The position requires working knowledge of Africa Bureau directives and other Agency or Bureau policy statements and guidance on YALI. Working within the parameters established by ADS regulations and Mission guidelines, the employee draws on experience and professional judgment to make program implementation decisions and undertake policy discussions.

Exercise of Judgment: The position entails activity implementation and monitoring for results. The incumbent exercises a broad scope of independent judgment, referring to the GDO Director and Regional YALI coordinator on matters pertaining to policy, priority or resolution of problems for which there is no clear precedent. The incumbent must demonstrate a keen sense of timeliness in exercising judgment and completing an array of simultaneous actions. Considerable trust is placed on the incumbent's judgment and ability to respond to partners' variable agendas with the position of USAID/Senegal, and to know when to defer taking a position. Judgment is required to make decisions, based on careful analysis of facts and variables, possible alternatives, potential political and development implications and impact.

Authority to Make Commitments: The employee will have no independent authority to make resource commitments on behalf of the U.S. Government, USAID/Senegal, or the Mission's GDO team. The incumbent exercises the authority given to AORs and activity managers, and may make administrative arrangements consistent with ADS guidance and Mission policy. The incumbent takes action and establishes priorities based on available guidelines and professional judgment. Within the scope of the authority delegated, the incumbent may indicate to a ranking counterpart and implementing partners that s/he will make a recommendation to USAID on a specific activity issue or problem. The incumbent clears all planning, reporting, briefing, and other key written communications or oral presentations with the GDO Director and/or the Regional YALI Coordinator.

Post-Entry Training: The incumbent must successfully complete the required trainings to receive AOR certification within one year of being hired.

Nature, Level, and Purpose of Contacts: The YALI/RLC Program Manager is expected to represent the U.S. Government to the implementing partner, YALI participants, and other stakeholders in the implementation of USAID-funded YALI activities. S/he will have extensive contact with other actors in the sector, including: other agencies at the U.S. Embassy, Senegalese and international private sector firms, local and international NGOs, and civil society, and Government of Senegal representatives as appropriate.

Supervision Exercised: N/A

Time Required to Perform Full Range of Duties after entry into the Position: One-year.

I. INSTRUCTIONS TO APPLICANTS

Interested individual must submit:

- (i) Signed A-302-3
- (ii) his/her most current curriculum vitae (CV) or resume;

7/11

Route des Almadies B.P. 49 Dakar, Sénégal Téléphone : (221) 33 879 4000 - Fax : (221) 33 869 4101

Internet : <http://www.usaid.gov/senegal>

- (iii) signed SF 171 or OF 612;
- (iv) three (3) references who are not family members or relatives, with a working telephone and email contacts,
- (v) a written statement certifying the date and length of time for which the candidate is available for the position; and
- (vi) a cover letter of application highlighting your reason for applying for the position.

The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. A written statement that responds to the requirements of the position may also be included as an attachment. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.

The applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID/Senegal reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. **(The SF 171 or OF 612 must be signed and those submitted unsigned will be rejected.)** Applicants must provide their full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

Applications must be received by the closing date and time at the address specified in the cover letter and should be sent to the following email address:

usaiddakar-hr@usaid.gov

Attn.: Scott Spencer
Executive Officer

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter. The highest ranking applicants may be selected for an interview.

II. LIST OF REQUIRED FORMS FOR PSCS:

Forms outlined below can found at

http://www.usaid.gov/business/business_opportunities/psc_solicitations.html

1. Standard Form 171 or Optional Form 612.
2. Contractor Physical Examination (AID Form 1420-62). **
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or **
4. Questionnaire for Non-Sensitive Positions (SF-85). **
5. Finger Print Card (FD-258). **

**Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

III. CONTRACT INFORMATION BULLETINS (CIBS)/ACQUISITION AND ASSISTANCE POLICY DIRECTIVE (AAPDS) PERTAINING TO PSCS:

CIBs/AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website

http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc to determine which CIBs/AAPDs apply to this contract.

IV. BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, a USPSC is normally authorized the following benefits and allowances: (NOTE: An individual defined as a Resident Hire employee may only be eligible for those benefits listed under item A below.)

A. BENEFITS:

- Employee's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Eligibility for Worker's Compensation
- Annual & Sick Leave
- Access to Embassy medical facilities, commissary and pouch mail service

B. ALLOWANCES (If Applicable): *

- (1) Temporary Lodging Allowance (Section 120)
- (2) Living Quarters Allowance (Section 130)
- (3) Post Allowance (Section 220)
- (4) Supplemental Post Allowance (Section 230)
- (5) Post Differential (Chapter 500)
- (6) Payments during Evacuation/Authorized Departure (Section 600) and
- (7) Danger Pay (Section 650)
- (8) Educational Allowance (Section 270)
- (9) Separate Maintenance Allowance (Section 260)
- (10) Educational Travel (Section 280)

*Standardized Regulations (Government Civilians Foreign Areas).

Security & Medical Clearances

The Contractor will be required to obtain a medical clearance prior to service overseas. Also, a temporary employment authorization security clearance must be initiated prior to travel to post of duty.

FEDERAL TAXES: USPSCs are **not** exempt from payment of Federal Income taxes.

EQUAL EMPLOYMENT OPPORTUNITY: *The US Mission in Senegal provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Senegal also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.